



National
Guidance
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Checklist – Visit Leader of an Overseas Visit

This checklist is designed to be a prompt for planning an overseas visit, and a final check. It includes only items that are specific to an overseas visit, and so it should be used in conjunction with OEAP National Guidance document [3.3e "Checklist – Visit Leader"](#) which includes items relevant to all visits.

For information and guidance about all the items in this checklist, see OEAP National Guidance document [7r "Overseas Visits"](#).

- We have taken into account the latest UK government foreign travel advice for each country we plan to visit or transit.
- If the visit is to, or transits, the European Union (EU), Switzerland, Norway, Iceland or Liechtenstein, we have taken into account the UK government's advice for travelling to these countries following the UK's exit from the EU, and the Department for Education's advice on school trips and exchanges to these countries.
- If the UK government advice suggests that any country we plan to visit has significant risks due to disasters, conflicts, terrorism, high levels of violent crime, serious health problems or civil unrest, we have obtained reliable local advice about the current situation in the areas we plan to visit.
- We have plans to deal with any significant risks of crime (including petty crime such as pickpocketing) or terrorism in the places we plan to visit.
- We have taken into account the current regulations regarding coronavirus imposed by all the countries we plan to visit or transit, and by our transport and other providers, including any requirements for quarantine, vaccination or testing, and have contingency plans in case these change.
- We have taken into account the current regulations regarding coronavirus for re-entering the UK, including any requirements for quarantine, vaccination or testing, and have contingency plans in case these change.
- We have contingency plans for a participant or leader becoming sick with coronavirus, or testing positive, or having to self-isolate, and how this might affect their involvement in the visit and their ability to travel home.
- The visit leadership team is competent to deal with the complexities of being overseas, including language and cultural issues.
- Participants and their parents are prepared for the complexities of an overseas visit, including language and cultural issues.

- We are aware of the requirements for documentation of each country we plan to visit, such as passports, visas, proof of vaccination (e.g. COVID, Yellow Fever), proof of a negative COVID test, and parental consent for a child leaving the country.
- We have checked that all passports are valid for the minimum allowed period (often six months) after the date of the visit.
- We have checked that all passports are in good condition and were issued less than the maximum allowed time (often ten years) before the date of the visit.
- We have checked whether there are any different requirements for members of the group who are not British citizens, or who are citizens of any of the countries we plan to visit, including for entering and leaving those countries and re-entering the UK.
- If any members of the group are travelling on a collective passport, we have checked whether there are visa requirements for them.
- We have obtained photocopies of all travel documents, and left copies with the establishment's Emergency Contact.
- We have checked that all members of the group have all their relevant documentation with them.
- We have checked the customs regulations for the countries we plan to visit or transit.
- We have checked the mobile phone roaming charges for the countries we plan to visit or transit, and advised group members to do the same.
- If any member of the group may have to drive (even if just in an emergency), we have checked the relevant regulations and ensured that drivers hold the correct licences.
- If taking any vehicle or trailer overseas, we have checked that it meets all legal requirements in the countries to be visited or transited.
- We have checked that all eligible group members have obtained a European or Global Health Insurance Card (EHIC or GHIC) and will bring it with them.
- We have checked that all members of the group are covered by sufficient insurance, including for medical, cancellation, rescue, repatriation and COVID-related costs.

